



EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109
610-841-7044 | fax 610-841-7187 | www.ee-schols.org

BOARD OF TRUSTEES MEETING

PUBLIC MEETING

MEETING MINUTES

AUGUST 18, 2016

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00PM on August 18, 2016 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil
Kristen Kirschner
Tye Reed
Jim Rivera

Invited Attendees:

Robert Lysek, CEO
Selma Abi-Daher, Controller

ITEM ONE - CALL TO ORDER

Board President Barry Dobil called the meeting to order at 6:06pm. EEACS Board Meetings dates were posted for public announcement in the Saturday, July 16, 2016 edition of The Morning Call in accordance with the Pennsylvania's Sunshine Act. The meeting was opened with the Pledge of Allegiance.

ITEM TWO - APPROVAL OF AUGUST 18, 2016 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Monday August 12, 2016. Mr. Dobil moved to approve the Agenda as written. Mr. Reed motioned to approve the Agenda and Mr. Rivera seconded. The Agenda passed unanimously.

ITEM THREE - APPROVAL OF JULY 28, 2016 BOARD MEETING MINUTES

The Board was provided with a draft of the Thursday July 28, 2016 board minutes on Friday August 12, 2016. Ms. Kirchner motioned to approve the Minutes as written. Mr. Rivera seconded the motion and July minutes were approved unanimously.

ITEM FOUR - APPROVAL OF PRESENTATIONS/DISCUSSIONS

- a. **CEO's Report** - Robert Lysek presented the CEO's report to the Board.
 - o Human Resources & Staff: Some staff resigned, new hires and promotions happening now. Our new staff start August 24th and returning on the 29th. The employee agreements and handbook being finalized. Michael Riccuitti was brought on board from the Philadelphia operation. He will supervise the front office, transportation, food service, building cleaning maintenance, nursing, community events, admissions, attendance.
 - o Food Services: We're preparing food for the other schools and building a strong relationship with Linton's.
 - o Transportation: Transportation information is being entered in PowerSchool which enables us to pull rosters for parent pick up, walkers, and buses by their bus number/route. We are compiling current students list for the bus companies to insure a smooth opening day of transportation.
 - o Building: Rent payment is current, build out and office/classroom lay out update. Building inspector was through today so construction can move forward in areas that were on hold.



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- Operations: Training update, signage being added, Welcome Center has been created, uniform adjustment with Kindergarten, new furniture/supplies have been ordered.
 - Student/Staff Attendance: 968 enrolled, 94% of 1025 goal. Musikfest was a solid event. We spent 10 days recruiting and getting our name out.
 - Tours/JL Mann update: ASD team was on campus, Burlington County NJ Superintendents coming in September, we talking about doing a fall and spring event.
 - Education Quality: Finally ordered the remaining outstanding curriculum needed to have a full complement for all grades we service. We streamlined the Teacher/Coaching model to be more community based than prior year. Waiting on our test results.
 - Miscellaneous: Mike Watts will be doing two community events a month this school year.
- b. **Financial Report** – Ms. Selma Abi-Daher, Controller supplied the Board with financial report on Monday, August 15, 2016. There were no additions or corrections to the report and it was submitted to record. The financial report will be placed on file for audit.

ITEM FIVE – OLD BUSINESS

- a. Approval of the Amended By Laws: Mr. Dobil asked for a motion to approve the By Laws. Mr. Reed motioned to approve. Mr. Dobil seconded the motion and the Amended By Laws passed unanimously without discussion.
- b. Based on the Amended By Laws there is language which makes mention of a Treasurer and their duties. Mr. Dobil asked for a motion to approve Ms. Selma Abi-Daher, Controller, as Treasurer to the Board of Trustees. Ms. Kirschner motioned to approve. Mr. Rivera seconded the motion and the appointment of Ms. Abi-Daher as Treasurer passed unanimously.

ITEM SIX – NEW BUSINESS

- a. Resolution to Establish a Separate Bank Account for the Student Food Program at QNB Bank: Mr. Dobil asked for a motion to approve the separate bank account. Ms. Kirschner motioned to approve. Mr. Dobil seconded the motion and the resolution passed unanimously.
- b. Resolution to Amend Specific Employment Agreements: Mr. Dobil asked for a motion to approve the resolution. Ms. Kirschner motioned to approve. Mr. Reed seconded the motion and the resolution passed unanimously.

ITEM SEVEN - ADJOURNMENT

In closing Mr. Dobil extended his gratitude to Selma Abi-Daher, Controller in being appointed the Treasurer, also to Mr. Lysek for all the hard work and wish him the best of luck for the first day of school. Mr. Dobil announced that the next Board Meeting will be held on Thursday, September 15, 2016 at 6:00PM in the cafeteria of EEACS. Mr. Dobil asked for a motion to adjourn the meeting. Ms. Kirschner motioned. Mr. Reed seconded the motion and the meeting was adjourned at 6:14pm.